



SOLICITATION NUMBER: SOL-687-15-000009
ISSUANCE DATE: August 25, 2015
CLOSING DATE/TIME: September 17, 2015 – 18h00

**SUBJECT: Solicitation for Madagascar Resident Hire U.S./TCN
Personal Service Contractor (PSC)**

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified persons to provide personal services under contract as described in this solicitation.

Application must be in accordance with **Sections I through V** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Timothy Pruett
Contracting Officer

**SOLICITATION FOR A RESIDENT HIRE PERSONAL SERVICES CONTRACTOR
“DEMOCRACY AND GOVERNANCE (DG) ADVISOR”, GS/13**

SECTION I: GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** SOL-687-15-000009
- 2. ISSUANCE DATE:** August 25, 2015
- 3. CLOSING DATE/TIME
FOR RECEIPT OF APPLICATIONS:** September 17, 2015 – 18h00
- 4. POSITION TITLE:** Resident Hire DG Advisor
(Democracy and Governance)
- 5. NUMBER OF POSITION:** One
- 6. MARKET VALUE (Base Pay):** The position is the equivalent of a GS-13 salary (ranging from \$73,115 to \$95,048 per annum). Final compensation will be based on individual’s qualifications, salary and work history, experience and educational background.
- 7. PERIOD OF PERFORMANCE:** Two (2) years from date of appointment with option to renew in one year increments up to a total of 5 years.
- 8. PLACE OF PERFORMANCE:** Antananarivo, Madagascar
- 10. EVALUATION FACTORS:** Evaluation will be done on a 100-point scale:
Education – 10 points;
Professional Experience – 30 points;
Job Knowledge – 30 points
Skills and Abilities – 30 points;
- 11. SECURITY ACCESS:** Employment Authorization
- 12. AREA OF CONSIDERATION:** US citizen, EFM (Eligible Family Member to US Government employee), Green Card holder, or English speaking Third Country National residing in Madagascar. Madagascar work and/or residency permits required. This position is not open to citizens of Madagascar.

13. STATEMENT OF WORK/POSITION DESCRIPTION:

A. BACKGROUND

USAID/Madagascar is building its democracy and governance program following the end of a 5-year political crisis that lasted from 2009 to 2014. This crisis forced the termination of several of USAID's development programs. The Madagascar Mission has received \$1.2 million in reprogrammed funds to launch the democracy and governance programming at a critical juncture in Madagascar's history and following the recent release of the Democracy and Governance assessment.

B. GENERAL RESPONSIBILITIES

The Democracy and Governance Advisor will serve as the team leader for the DG Strategic Objective and as the principal consultant to the USAID Mission on all matters pertaining to democracy and governance as they relate to USAID's strategy. The DG Advisor will report to the Supervisory Program Officer.

The Advisor will be responsible for: 1) managing the democracy and governance team of USAID/MADAGASCAR; 2) facilitating coordination and integration of USAID democracy and governance activities within the Mission portfolio; 3) leading the design of appropriate strategies and plans for supporting the development of democracy and good governance in Madagascar; 4) leading the implementation of democracy and good governance activities in Madagascar; 5) participating in and representing USAID's interests in donor coordination forum; 6) coordinating activities with the Embassy's Political and Economic Section; 7) closely following developments in Madagascar's political arena; and 8) providing policy advice and analysis to Mission Management on topics related to democratic development in Madagascar.

As a member of the Mission's senior management team, s/he contributes to the overall U.S. Government goal to support the country's development to ensure that all Malagasy citizens are able to benefit from democracy, peace, security, and economic and social opportunities. S/he is the Mission's chief technical expert and resource person on democracy and governance. S/he engages in policy dialogue with senior Government of Madagascar officials, other donors and international organizations. S/he represents USAID in donor groups where s/he is responsible for ensuring the coordination of USG and other donor policies and investments and coordinates closely with USAID/Southern Africa regional mission and USAID/Washington. The team leader occupies a high profile and important position in USG foreign assistance to Madagascar. S/he provides policy recommendations, as well as strategic and tactical advice, to the USAID Mission and Ambassador, while overseeing program planning, development and management within the Democracy and Governance team. In addition to supervising his/her own staff, the incumbent periodically provides direction and advice to professionals from other USAID teams regarding democracy and governance issues or cross-sectoral initiatives.

The Democracy and Governance (DG) Advisor may directly supervise a staff of 1-2 people and manages an annual portfolio of approximately \$1.2 million.

The overall responsibilities of the DG Advisor are to provide leadership, vision and professional guidance to USAID/Madagascar and the U.S. Mission as a whole in the broad area of democracy and governance. The work is highly complex, and the political environment requires a high degree of sensitivity and diplomacy in establishing dialogue and developing programs that enhance the policy

and institutional environment for democracy, human rights, governance, and conflict mitigation. The incumbent requires a depth of technical expertise and program management skills that will allow him/her to provide leadership on these and other policy issues, meeting and collaborating on a regular basis with senior USAID and Embassy officers, other donors, high-level Government of Madagascar (GOM) officials, non-governmental organizations (NGOs), international organizations, and the private sector. His/her management decisions require the ability to identify, assess, understand, and systematize complex issues as they relate to Madagascar's broader economic, educational, cultural, and political realities that can lead to important changes or adaptations to national policies in the democracy, governance, human rights, and civil society spheres.

C. SPECIFIC DUTIES

Specific duties include, but are not limited to:

a- Strategic Leadership, Technical Advice and Policy Dialogue

- Establish and maintain productive working relationships with senior GOM, donor, and other development partner organizations at the levels of Secrétaire General, Director, or CEO. Establish close links to DG leaders, international organizations, democracy and governance-related associations or businesses, and Malagasy democracy and governance as well as human rights groups within civil society. Represent USAID and the U.S. Mission to Madagascar in a variety of representational events and activities.
- Drawing on his/her broad technical expertise, represents USAID in donor technical working groups as well as other donor-Government of Madagascar working groups and task forces, and is responsible for ensuring the coordination of USAID policies and investments with those of other donors. Participate and lead multi-donor discussions of significance to Madagascar democracy and governance policy and coordinated donor efforts to effect reforms.
- As a recognized expert in democracy and governance issues, undertake ongoing analysis of Madagascar's policy environment for sustainable natural resource management, environmental and biodiversity conservation, climate change and land reform. Provide briefings and reports as requested on all activities in these areas.
- Provide advice and recommendations as required to the USAID/Madagascar Mission Director, the U.S. Ambassador, and other senior USG officials regarding the formulation and implementation of USG strategy for effecting policy reform as well as short- and long-term development assistance programs in these sectors.
- Develop and coordinate strategies and implementation approaches to achieve results for the USAID/Madagascar Democracy and Governance program within the overall Madagascar development context. Coordinate efforts and strategies with other USAID/Madagascar offices and draw on the resources of other USG departments, USAID/W, the U.S. Embassy in Madagascar, regional and national associations, multilateral and bilateral donor agencies, and international and Malagasy NGOs working in the human rights, democracy, and governance sector. Make decisions or recommendations that may significantly change important public policies, programs, or approaches. Due to the quickly evolving nature of the field, these decisions often involve largely imperfectly defined areas and require extensive probing,

consultation, and analysis to determine the scope of the problem and potential solutions. Continuing changes in the program will likely be required due to rapidly changing knowledge, technological developments and/or conflicting requirements.

- Coordinate the DG contributions to USAID/Madagascar's strategic planning and reporting, including assistance in formulating and implementing USAID's annual Operational Plan and Performance Plan and Report. Develop refinements of the USAID Democracy and Governance strategy based on continuous assessment of developments within the strategic objective domain. Determine what additional analyses, assessments, or reviews are required for the successful implementation of the Democracy and Governance program as a whole.
- Serve as a link between the Mission, senior Malagasy Government officials, and USAID implementing partners in the area of democracy, governance, and human rights-related reforms. Liaise with other USAID offices which may be impacted by democracy and governance policy changes and reforms, as well as with multilateral and bilateral donors.
- Oversee all monitoring, evaluation and reporting for activities under his/her areas. Coach staff in preparation of data and narratives for annual planning and reporting documents; gather information for ad hoc requests; and provide success stories and other program write-ups for public dissemination.

b- Program Design and Management

- Manage personnel and financial resources allowed to the Democracy and Governance program and provide administrative supervision of the program on behalf of USAID/Madagascar management, including direct supervision of the DG staff.
- Provide technical expertise to influence policies and assure alignment of the DG portfolio with Government of Madagascar development objectives, other donor programs, and other USG programs and foreign policy priorities.
- Provide technical expertise on DG program integration with Health, Food Security, and Environmental programming.
- Actively collaborate with other senior managers to identify and leverage opportunities, respond to challenges, and solve problems. Take an active interest in the work of other technical offices to maximize resource use, make programmatic linkages, encourage staff to collaborate with other teams and offices to promote a Mission-wide team spirit and improve communication.
- Responsible for the overall planning, implementation, monitoring and evaluation of this portfolio.
- As a recognized expert in his/her field, conceptualize the Mission's Democracy and Governance strategy and take the lead in the ongoing formulation of the portfolio, including preparatory sector assessments, concept papers, activity design documents, and related scopes of work, in collaboration with the Program Office.

- Oversee DG procurement planning, identification of new opportunities, solicitation design and technical review of applications and proposals (solicited and unsolicited) in close collaboration with the Acquisition and Assistance office.
- Develop an appropriate program results framework and supervise design, maintenance and reporting under the DG Performance Monitoring Plan (PMP) in support of sector strategy, USAID/Madagascar strategy, and the Mission's Integrated Country Strategy objectives.
- Take the lead in preparation of DG portfolio reviews, annual reports, environmental compliance reports, Congressional Budget Justifications, and other reporting requirements. Prepare and disseminate reports as required on the impact and results of DG activities.
- Coordinate the input of team members and contribute directly to monitoring implementation of DG activities, reviewing work plans and quarterly/annual reports, preparing monitoring reports, identifying key progress indicators, and undertaking field monitoring and data collection for reporting on progress of activities.
- Prepare, facilitate, coordinate, and/or participate in assessments, conferences, seminars, or other activities related to democracy, governance, civil society, trafficking in persons, and/or human rights issues in Madagascar.
- Maintain close, cordial technical management relationships with USAID implementing partners to assure the quality, consistency and coordination of program planning, interpretation of policies and procedures, regulatory compliance and data collection for results reporting.
- Mobilize short-term technical assistance as needed to enhance the program.
- Oversee bilateral and USAID/Washington contracts, grants and cooperative agreements which includes coaching CORs/AORs and Activity Managers in drafting statements of work and budgets, administratively approving payment vouchers, and performing ongoing project oversight and management. It also includes serving on technical selection committees for acquisition and assistance awards. The incumbent will likely serve as primary A/COR as required.

Undertake other tasks related to democracy and governance, as required or assigned.

D. POSITION ELEMENTS

Supervision Received

Work will be performed under the general direction of the Supervisory Program Officer. The incumbent will be expected to work independently, with minimal oversight in directing the work of the Democracy and Governance team.

Supervision Exercised

The incumbent will exercise the full range of normal supervision over DG FSN team members, providing overall policy guidance and coordinating the work of these employees to achieve program objectives.

Physical Demands

The work requested does not involve undue physical demands.

SECTION II: MINIMUM QUALIFICATIONS REQUIRED AND EVALUATION FACTORS

The incumbent should meet the following requirements in education, work experience, knowledge, skills and abilities, and language proficiency to be able to carry out the aforementioned duties and responsibilities.

Education (10 points)

At least a Master's Degree in a field relevant to the duties described above such as political science, international relations, law, human rights, or conflict mitigation or a related discipline. In cases of exceptional work experience, other relevant graduate degrees and/or work experience will be taken into consideration. Level IV English (fluent) and level III French ability are required.

Prior Relevant and Overseas Work Experience (30 points)

A minimum of 5 years of hands-on experience at an advanced management level, demonstrating sound and independent judgment, leadership and interpersonal skills, and ability to strategize, develop and effectively implement programs is required.

A minimum of 5 years professional experience in international development is required, with strong experience and background in areas such as good governance, local government capacity building, citizen participation, media, advocacy, civil society strengthening, human rights, and conflict mitigation. Professional experience related to personnel and project management, monitoring and evaluation, and additional technical experience in any of the above areas is also highly desirable.

Also required is professional experience demonstrating management abilities, including: management of teams; ability to prioritize activities and implement numerous assignments concurrently; respond quickly, effectively and flexibly to wide-ranging requests; and operate effectively in a cross-cultural setting. Strong interpersonal skills and a proven ability to engage productively with colleagues at all levels are paramount.

Knowledge (30 points)

Broad knowledge of international development programs and policies relating to democracy and governance is mandatory. Knowledge and skill in conceptualizing programming, policies, and plans, and developing strategies for their implementation is required. Incumbent should be able to influence government priorities and direction to ensure the emergence of a conducive enabling environment for civil society strengthening, democracy, governance, and conflict mitigation in Madagascar.

Skills and Abilities (30 points)

Ability to assess priority host country democracy and government development assistance needs and to negotiate with both high level and local government officials on sensitive political, policy and program priorities is required.

Full familiarity with USAID policies, programming and management precepts is highly desirable. Ability to effectively plan, direct, administer and supervise USAID country programs is required.

Analytical ability to interpret public policies and assist in the development of revised policies, as required, that improve the enabling environment for democracy and governance.

Strong interpersonal skills and ability to work in a multi-cultural setting required. Experience supervising and/or leading teams of professionals required. The incumbent must demonstrate the ability to work on his/her own, as a member of a team or office, and as a mentor to junior staff, proactively working to achieve consensus on policy, project and administrative matters. Ability to effectively motivate and supervise staff, understand basic human needs, respect national pride and sensitivity of others.

Excellent verbal communication skills, tact and diplomacy are required to make and maintain productive contacts with senior Malagasy Government, non-governmental, and private sector officials. Verbal communication skills are also needed to advise senior USAID and U.S. Embassy officials, negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers.

Good computer skills are highly desirable to manage activity goals and achievements, both program and financial. Other required skills include project design, implementation and grant and contract management, financial management, performance monitoring, and evaluation.

Other requirements

The incumbent must be US citizen, EFM (Eligible Family Member to US Government employee), Green Card holder, or English speaking Third Country National residing in Madagascar. Madagascar work and/or residency permits will be required. This position is not open to citizens of Madagascar.

SECTION III: SELECTION PROCESS

1. BASIS OF RATING :

Initial screening will determine applicants who meet the Education and Prior Work Experience requirements. They will be further evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

2. START DATE:

The Contractor should be available to start as soon as possible subject to appropriate medical and security background checks.

3. PLACE OF PERFORMANCE

USAID/Madagascar
U.S. Embassy
Lot 207 A, Point Liberty
Andranoro Antehiroka
Antananarivo 105

Madagascar

4. POINT OF CONTACT :

Any questions regarding this solicitation may be directed to
Ms. Dany Randrianatoavina
HR Specialist
USAID/Madagascar
E-mail: AntananarivoUSAIDHR@usaid.gov

SECTION IV: INSTRUCTIONS TO APPLICANTS:

For applicants to be considered for this position, the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

1. Form AID 302-3, Offeror Information for Personal Services Contracts

Qualified applicants are requested to submit complete and hand-signed form AID 302-3 available at the USAID website, on www.usaid.gov/forms. Applicants are required to sign and scan the certification at the end of the AID 302-3.

2. Application Letter, Resume/Curriculum Vitae

Applicants shall submit an application letter and a resume which will contain the following information:

- a) Personal Information: Full name, mailing address, email address, day and evening phone numbers, country of citizenship, highest professional grade held;
- b) Education: high school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- c) Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor. In addition, applicants should highlight or make special note of relevant significant awards and achievements;
- d) Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

3. Appendix

Applicants are required to submit a supplemental document specifically addressing the Evaluation Factors listed in the solicitation.

4. Reference Persons

Applicants are required to provide three (3) to five (5) references with complete contact information, including E-mail address and telephone numbers, who are not family members or relatives, with working telephone and email contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's AID 302-3 form. The interviewing committee will delay such reference check pending communication with the applicant.

5. Madagascar work or residency permit

Applicants are required to provide any relevant documents which clearly show that she or he is residing in Madagascar.

6. Application Submission

- Submit your application by 18h00, September 17, 2015 to the e-mail address:
AntananarivoUSAIDHR@usaid.gov
- Put as subject: "SOL-687-15-000009 [your name]"
- Your application package should not exceed 2 attachments, which should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx) ONLY.

Any application which does not include ALL the required documents and information, and not received at USAID Office by the above deadline will be rejected.

7. Late Submissions

Qualified individuals should note that applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless Contracting Officer determines that the documents were mishandled by the receiving agency. The closing time for the receipt of applications is 18h00, local time (GMT+3), on the date specified on the covering letter to this solicitation. You are directed to Federal Acquisitions Regulation, Part 15.208 "Submission, modification, revision, and withdrawal of proposals" for further information.

USAID/Madagascar reserves the right not to award any contract as a result of this solicitation.

SECTION V: SECURITY AND MEDICAL CLEARANCES

i). Medical Clearance: Prior to signing a contract, the selected individual and eligible dependents will be required to obtain a medical clearance in the same manner as local staff. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.

ii). Security Clearance: Prior to signing a contract, the selected individual will be required to obtain an employment authorization from AID/SEC or from the US Department of State of the applicant's country. Instructions for obtaining the security clearance will be forwarded to the selected individual once

negotiations have been concluded. Forms that you may be required to fill include:

- SF 85P, Questionnaire for Public Trust Positions
- OF 306, Declaration for Federal Employment
- FD-258, Finger Print Card

SECTION VI: BENEFITS

As a matter of policy, and as appropriate, a resident PSC is normally authorized the following benefits:

- Employee's FICA Contribution (for USPSC)
- Annual Contribution towards Health and Life Insurance
 - 72% of health Insurance Annual Premium (not to exceed \$20,399 for a family and \$7,266 for employees without dependents)
 - 50% of Life Insurance Annual Premium (not to exceed \$500)
- Pay Comparability Adjustment - Annual across the board salary increase for USG employees and USPSCs
- Worker's Compensation
- Annual merit increase
- Vacation and Sick Leave

Federal and State taxes: US citizen contractors are not exempted from payment of Federal Income taxes. USAID does not withhold state taxes from compensation payments. State taxes are solely between the employee and the employee's state of official residence.

CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS:

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which CIBs and AAPDs apply to this contract. Additionally, AIDAR Appendix D can be found at: <http://www.usaid.gov/ads/policy/300/aidar>

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

END OF SOLICITATION